CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW601			
Classification Specification: FIELD SUPERVISOR			
Salary Range: TM 34			
Position Description: Hydrants/Meters and Locates Field Supervisor			
Incumbent:			
Location: Public Works/Operations - Water Hydrants/Meters and Locates			

GENERAL PURPOSE:

Under the direction of the Water Superintendent, incumbent in this position plans, organizes and coordinates the maintenance and operation activities of the Water Distribution section, and is responsible for supervising and evaluating assigned personnel.

Work is characterized by a moderate volume of skilled maintenance, clerical and supervisory tasks such as planning, scheduling, assigning, supervising and coordinating the work of the section to ensure that it is performed safely and effectively; performing repairs and improvements; investigating complaints; completing daily paperwork and reports; reviewing and scheduling employee leave time; reviewing plans/specifications for upcoming work; requisitioning materials and equipment; coordinating projects; and attending pre-construction and other meetings relevant to the areas of responsibility.

Work is performed under limited supervision although the Superintendent identifies the overall objectives and resources available. Incumbent assists the Superintendent by developing the specific tasks necessary to complete the work within the timelines given, and is responsible for the work performed, prepares and carries out the weekly and annual work plans, resolves those conflicts that may arise, coordinates work with others and uses independent judgment concerning repair methods and procedures. Incumbent keeps the Superintendent regularly informed of progress, potentially controversial matters and issues with far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work and effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include: planning, scheduling, coordinating, assisting with, directing and evaluating work in progress and upon completion; appraising performance and safety procedures; training employees to improve their skill and effectiveness; addressing complaints and resolving problems; reviewing/scheduling employee leave; assisting in interviews; making hiring recommendations, and recommending promotion and disciplinary actions to the Superintendent.

Analyze and resolve fire hydrant, meter and other water system problems and deficiencies; schedule maintenance and repair of fire hydrants, meters and other appurtenances throughout the City; plan preventive maintenance programs for the water system and appurtenances; and prepare prioritized repair or replacement lists for long-range Capital Improvement Planning.

Coordinate and supervise the utility locating services for the city. Coordinate and resolve issues with the One Call program.

Complete paperwork consisting of, but not limited to, work orders, time sheets, weekly, monthly and annual plans and activity reports, and section budget requests. Prepare short and long range work plans and reports.

Review and comment on plans and specifications for projects or water related portions of new construction to ensure they are in compliance with approved city standards

Coordinate and provide necessary support for construction projects and contractors, including meter installations, cleaning, testing and purity sampling of new systems.

Provide direction and instruction of proper work methods and safety procedures as well as assisting crews with their assigned tasks when necessary.

Investigate and resolve complaints related to City water mains, fire hydrants, valves, water services, meters and other appurtenances associated water quality and utility locate issues.

Correspond with the Water Superintendent to coordinate work schedules to assure jobs and projects are completed in accordance with established time lines.

Review time and material reports and maintain work records.

Attend a variety of department, division and staff meetings including preconstruction meetings and walkthroughs.

Interact with State, County and city personnel regarding projects, coordinating jobs and processing paperwork as needed, including necessary permits and authorization.

Requisition materials, equipment and supplies.

Fill-in for Superintendent when necessary.

Investigate any on the job injury accidents/incidents; provide appropriate paperwork to the Risk Management division of the Employee Services department.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Modern water system maintenance practices, hydraulic principles, water quality regulations and routine sampling/analysis
- Safe working practices and operation of equipment and tools used in repairing and maintaining the water system
- General mathematics, standard algebra formulas and percentage calculation conversions for operating and maintaining the water system correctly and efficiently
- Interpersonal skills using tact, patience and courtesy
- Principles and practices of supervision and training
- Methods, tools, equipment and materials used in the maintenance and operation of the water distribution system
- Safety requirements and specifications of various types of vehicles, tools and equipment
- Applicable laws, codes, regulations, policies and procedures
- City organization, operations, policies and procedures
- Statistical record keeping techniques
- Correct usage of English grammar, spelling, punctuation and vocabulary
- · Personal computers and their use

SKILLED IN:

- Performing maintenance tasks related to water distribution
- Operating equipment used in water distribution system maintenance and repairs
- Communicating both orally and in writing
- Effectively and safely operating a backhoe

ABILITY TO:

- Monitor maintenance activities to assure efficient, safe and effective working practices of the Water section
- Plan and organize work
- Gauge progress and make adjustments to meet deadlines
- Coordinate and assign work to employees based on their skills and abilities
- Communicate effectively both orally and in writing
- Maintain effective working relationships with managers, subordinates, other City employees and outside individuals, including the general public and citizens
- Maintain accurate operating logs, data, system information and records
- Learn computer operation and methods of record keeping
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Train, supervise and evaluate personnel
- Analyze situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE REQUIRED:

Education: High School diploma, or equivalent, supplemented by two (2) years of post

high school training or trade school in the operation, maintenance and repair of water systems. Vocational training certificate or Water Supply Technology

Associate preferred.

Experience: Four (4) years experience in the operation, maintenance and repair of water

systems. One (1) year experience in a supervisory capacity.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would

demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

 Valid Washington State Driver's License, or ability to obtain within 30 days of employment

- Valid Commercial Driver's License (CDL) Class A with air brake and tanker endorsements, or ability to obtain within 6 months of employment
- Valid Washington State DOH Water Distribution Manager 2
- Valid Asbestos/Cement Pipe Work certification
- Valid Washington State DOH Cross Connection Control Specialist 1, or ability to obtain within 6 months of employment
- Valid Traffic Control Flagging Card, or ability to obtain with 6 months of employment
- Valid First Aid/CPR Card, or ability to obtain within 6 months of employment
- Successful completion of Excavation Safety training within 6 months of employment
- Successful completion of the Confined Space Training as required by WAC 296-62-14511 within 6 months of employment
- New employees must successfully pass the City's pre-employment driver's records check and all employees must maintain an excellent driving record
- New employees must successfully pass the City's pre-employment substance abuse screening and physical agility test

MACHINES, TOOLS AND EQUIPMENT USED:

Standard and specialized hand and power machines, tools and equipment used in the operation, maintenance, and repair of water systems, including, but not limited to shovels, bars, wrenches, saws, cutters, locators, compactors, tapping machines, leak detectors.

Motorized vehicles including but not limited to heavy trucks, dump trucks, loaders, backhoes, tractors, trailers and other heavy equipment. Incumbent will also be required to operate a City vehicle to travel between work sites.

May use typical business office machinery and equipment, including, but not limited to, personal computer, telephone, fax machine, copy machine and calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

Incumbent works indoors in an office environment to complete paperwork and other related tasks and in an outdoors environment while performing maintenance, operating equipment and supervising and reviewing crews as they work. Exposed to unfavorable weather conditions while working outdoors. Work is performed in vaults, excavations and confined spaces, and the incumbent may be exposed to hazardous chemicals and atmospheres.

Incumbent is subject to call out after normal work hours for emergency work; may also be required to be on standby duty after hours and on weekends. Will be scheduled to work shifts, nights, weekends and holidays as needed. Will also frequently work alone during a work shift or after hours.

The noise level in the office environment is usually moderately quiet and in the outdoors environment is usually loud to very loud. Incumbent may be exposed to individuals who are disgruntled, irate, or hostile.

Incumbent's Signature	Date	Supervisor's Signature	Date
Department Director/Designee	Date	Employee Services Director/Designee	Date

**Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

SIGNATURES: